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SELF-STUDY

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This Self-Study is to inform users of the ADPICS Travel A processing functionality. It provides screen prints and procedures for entering and/or inquiring on travel authorizations and travel vouchers in ADPICS.

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TRAVEL A PROCESSING FUNCTIONALITY

Travel Authorizations are prior approvals to incur travel expenses in the pursuit of State business. A travel authorization may be monetary or non-monetary. All travel authorizations are identified by a Travel AUTH/ADV ID, whether monetary or non-monetary. Often a State employee will request to engage in business travel and to receive a payment prior to the trip, to defray expenses. If a prior payment is issued, this constitutes a monetary travel authorization, which is commonly referred to as a travel advance. A travel advance creates a receivable in R*STARS which is liquidated when the traveler completes the trip and files a travel voucher. If the traveler spent more than the advance, additional reimbursement is provided. If the traveler spent less than the advance, the excess of advanced funds must be returned by the traveler to the State.

In some cases a traveler needs permission to travel for State business, but does not require, or is not, according to policy, eligible for an advance payment. When no advance payment is issued, the transaction is referred to as a non-monetary travel authorization. An estimate of anticipated expenses may still be required, but no warrant is issued, and no financial transaction is created in R*STARS. Such a traveler would complete a travel voucher claiming reimbursement for all eligible expenses.

Travel Vouchers are documents that indicate actual travel expenses incurred in the pursuit of State business. Travel vouchers can be created with or without an associated travel authorization. If a monetary travel advance was previously issued for the expected expenses, a receivable to the State was created in R*STARS. This receivable is liquidated when the traveler completes the trip and files a travel voucher.

Federal Income Tax, Social Security, and Medicare taxes are calculated and withheld on the taxable portion of travel expenses at the time of payment of the travel voucher, based on federal requirements. Therefore, the employee's travel voucher will be reduced for the amount of withholding taxes on the travel expenses.

If an employee received a travel advance, depending upon the amount of advance and the amount of the travel expenses, the withholding taxes on taxable travel expenses could be withheld from a subsequent payroll warrant, withheld from a MAIN payment, or the employee may not receive a warrant if the advance is greater than the travel expenses.

See Appendix A for additional explanation and examples.

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Data Fields on Travel Screens

The travel screens look and function much like the voucher and direct voucher screens. Most of the travel processing data field names accurately convey their use, and/or are defined sufficiently elsewhere in this Self Study. The following data fields need additional explanation:

Vendor ID – The employee incurring the travel expense is the vendor. The employee's vendor identification number is usually their Social Security Number preceded by the prefix '3'. This must exist in the statewide vendor file, as well as the retirement code table in HRMN.

Mail Code – In most cases the Mail Code utilized for travel vouchers will be 000

Location Code – The Location Code is a three-character code that identifies a single geographic point and is found on the 1640 Travel Location Table. Generally, location codes are available for look up using the F2–Select functionality. When searching for a location code on the 5999 Table Lookup screen, the listed codes are in alphabetical order by the title of the location code (e.g., city name), not by the three character code. To search for a specific location, enter the first character(s) of the location name (e.g., 'L', to locate Lansing) and press <ENTER> to advance to that section of the list (beginning of the L's). Then scroll to find the location name (Lansing).

Two Location Codes are combined in the 1645 Travel Point To Point Mileage Table to define standard point-to-point mileage. Specific Location codes are also defined for Vicinity and for Generic locations. This allows for the entry of vicinity mileage and the entry of geographic points not specifically defined in the location table.

From Location – The location code that identifies the official (normal) starting point for a trip. If established on the 1620 Traveler Master Table, it will default as the starting point (FROM) for all of the traveler's travel documents. This information can be overtyped, if necessary.

To Location – The location code that identifies the official ending point

Rate Code – The rate code is a four-character code that identifies a standard rate amount, the rate description, and the taxability. For example, there are rates for "lunch," "full day meals," and "premium mileage." The appropriate Comptroller Object is included in the rate code definition, and is system retrieved.

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Purpose Code – The purpose code is a six-character code that identifies standard reasons for a travel advance or reimbursement such as, “Conference” or “Training”

Advance Type – The advance type is a one-character code that identifies the kind of advance that is being requested. The advance types are as follows:

N (None) – You will not receive advance payment for the anticipated expenses. After the travel voucher that references the travel advance/authorization has been submitted, you will receive a warrant for the actual expenses incurred, less the applicable Federal taxes. (Required for all non-monetary authorizations.)

T (Temporary) – You will receive or have already received a warrant for the requested dollar amount of the advance. After a travel voucher that references the travel advance has been submitted, you will receive a warrant for the difference between the advance dollar amount and the actual expenses incurred. When your actual expenses are less than the advance, you must reimburse the State for the difference.

P (Permanent) – You will receive or have already received a warrant for the requested dollar amount of the advance. The travel advance is not referenced when creating travel vouchers until it is scheduled to be liquidated. This is similar to a line of credit, and is used only by travelers that have approval for permanent advances.

Proximity Code – The Proximity Code is a two-character code that identifies whether the travel expense being vouchered is In-State, Out-of-State, or Out-of-Country for reporting purposes

Federal Tax Category – The Federal Tax Category is a one-character code that identifies whether or not the reimbursement rate is potentially taxable

Federal Allowable Rate – The Federal Allowable Rate identifies the maximum amount per mile that may be reimbursed to an employee that is not considered income and therefore not subject to tax withholding

Federal Meals and Incidental Expenses (MIE) Rate – The Federal MIE rate is the maximum daily meals and incidental expenses reimbursement which is not considered income and therefore not subject to tax withholding

Audit Flag – The Audit Flag is a Yes/No indicator that alerts the approver that non-standard values are used on a voucher line

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CREATING TRAVEL DOCUMENTS

The examples that follow show the travel functionality. Note that data in this document is shown for training purposes only. The IDs and names are fictitious. The sample codes and titles used in this Self Study may not match actual production data. When creating travel documents, use data that is valid in the Production region.

Travel Navigation

```
PCHL0000 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    3:15 PM
LINK TO:                MAIN MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

      USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

      (1)  - ACCOUNTS PAYABLE MENU
      (2)  - PROCUREMENT TRANSACTIONS MENU
      (3)  - RECEIVING MENU

      (5)  - TABLE MAINTENANCE MENU
      (6)  - REPORT PROCESSING MENU
      (7)  - SYSTEMS MANAGEMENT MENU
      (8)  - CHANGE ORDER PROCESSING MENU

      (10) - DOCUMENT AUTHORIZATION MENU
      (11) - COMMODITY TABLE INQUIRY
      (12) - VENDOR MAINTENANCE/INQUIRY MENU
      (CL) - EXIT
```

To access the travel screens from the 0000 ADPICS Main Menu, select <F1> Accounts Payable Menu.

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PCHL1000 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 3:04 PM
LINK TO: ACCOUNTS PAYABLE MENU

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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

- (1) - INVOICE HEADER ENTRY
- (2) - VOUCHER HEADER ENTRY
- (3) - EXCEPTION PROCESSING
- (4) - EXCEPTION PROCESSING PROGRESS PAYMENT
- (5) - ACCOUNTS PAYABLE INQUIRIES MENU
- (6) - ACCOUNTS PAYABLE TABLE MAINTENANCE MENU
- (7) - CREDIT MEMO HEADER ENTRY
- (8) - DIRECT VOUCHER HEADER ENTRY

(10) - TRAVEL MENU

(CL) - EXIT

From the 1000 Accounts Payable Menu, select <F10> Travel Menu.

PCHL1601 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 6:01 PM
LINK TO: TRAVEL MENU

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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

- (1) - TRAVELER MASTER TABLE
- (2) - TRAVEL RATE TABLE
- (3) - TRAVEL LOCATION TABLE
- (4) - TRAVEL POINT TO POINT MILEAGE TABLE
- (5) - TRAVEL PURPOSE TABLE
- (6) - TRAVEL AUTH/ADV HEADER ENTRY**
- (7) - TRAVEL VOUCHER HEADER ENTRY
- (8) - TRAVELER TRAVEL AUTH/ADV SUMMARY

(10) - TRAVELER TRAVEL VOUCHER SUMMARY

(CL) - EXIT

From this menu, you can view (or maintain) travel table information, create and post travel authorizations (including advances), create and post travel vouchers, and perform travel inquiries.

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Travel Tables

All travel tables, except the 1620 Traveler Master Table are controlled by DMB's Vehicle and Travel Services (VTS). The 1620 is controlled by the agency. Users with inquiry capabilities can inquire on existing table maintenance data, based on their User Security (e.g., view their agency's data, but not that of another agency). All of the travel tables are accessed from the Travel Menu, by selecting the appropriate function key, as shown below. Therefore, the menu will not be shown for each inquiry.

```
PCHL1601 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    3:06 PM
LINK TO:                TRAVEL MENU
```

```
                        COPYRIGHT 1993 KPMG PEAT MARWICK
```

```
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:
```

- (1) - TRAVELER MASTER TABLE
- (2) - TRAVEL RATE TABLE
- (3) - TRAVEL LOCATION TABLE
- (4) - TRAVEL POINT TO POINT MILEAGE TABLE
- (5) - TRAVEL PURPOSE TABLE
- (6) - TRAVEL AUTH/ADV HEADER ENTRY
- (7) - TRAVEL VOUCHER HEADER ENTRY
- (8) - TRAVELER TRAVEL AUTH/ADV SUMMARY

- (10) - TRAVELER TRAVEL VOUCHER SUMMARY

- (CL) - EXIT

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1620 Traveler Master Table

- From the Travel Menu, select <F1> to access the Traveler Master Table

PCHL1620 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	2:32 PM
LINK TO:	TRAVELER MASTER TABLE		
VENDOR ID	: 3700441103	000	WORKER, JANE, S
DEPARTMENT	: 003		TRAINING DEPARTMENT 003
FROM LOCATION	: LAN		LANSING
WORKSTATION	: FINANCE	PHONE : 517 555-6789	SEASONAL : N ACTIVE : Y
PER DIEM IND	: N	OVERRIDE IND : Y	CREDIT CARD IND : N UNION :
DESCRIPTION	:		
DAYS TO MOVE	:	HOUSE HUNTING : 1 2 3	BLANKET OUT OF STATE : N
RESTRICTIONS	:		ASSIGNED DATE :
TEMP WRKSTATN	:	DEDUCT :	AUDIT DATE :
DAYS AT TWS	:	DLY MILEAGE EST:	TRAVEL TYPE :
START DATE	: MM/DD/YYYY		EXPIRATION DATE : MM/DD/YYYY
AGY	AY	INDEX	PCA AOBJ GRANT PH PROJ PH AG1 AG2 AG3 PERCENT
003	YY	10000	
			100.00
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE
G112 - INQUIRY SUCCESSFUL			

- Enter the Vendor ID and press <ENTER> to inquire on a specific vendor's travel master table data. This is an optional table. Therefore, a traveler may, or may not, have a record in the traveler master table. However, in order to enter the traveler on travel documents, the traveler must have a record in the vendor file (Screen 5200).
- This table defines optional traveler travel information, which includes the employee's name, department and work location. It can also include per diem, override, credit card and union indicators, as well as moving restrictions, and temporary workstation information. In addition, the accounting lines to be charged for the vendor's travel can be entered, which will default to the traveler's travel vouchers.

Note: For this screen, as well as the following table maintenance screens, please refer to the ADPICS Terminal Users Guide for complete data field and function key definitions, or to the ADPICS Data Entry Guide for table maintenance data entry instructions.

- Press <CLEAR> to return to the 1601 Travel Menu

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1630 Travel Rate Table

- From the Travel Menu, select <F2> to access the Travel Rate Table

PCHL1630 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	4:39 PM
LINK TO:	TRAVEL RATE TABLE		
DEPARTMENT	: *****	CENTRAL DEPARTMENT	
RATE CODE	: SMIS		
RATE DESC	: STANDARD MILEAGE IN-STATE		
START DATE	: 10/01/2004	EXPIRATION DATE	: 09/30/2005
RATE AMOUNT	: .3280		
COMPTROLLER OBJECT	: 4920	MILEAGE REIMB-IN STATE-PTM	
FED ALLOWABLE RATE	: .3250		
FED TAX CATEGORY	: 1	MILEAGE ALLOWANCE, SUBJECT TO WITHHOLDING	
DEPART TIME	: 12 : 00 AM	RETURN TIME	: 11 : 59 PM
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
	F9-LINK	F10-SAVE	
G014 - RECORD FOUND			

- Enter '*****' (all rates are statewide)
- Enter the Rate Code, or press <F2-SELECT> to select from the Table Lookup
- Enter the Start Date and Expiration Date
- Press <ENTER> to inquire on a specific department/rate code/date combination
- The <F5-NEXT> may also be used to scroll through the codes

Note: When you don't know the start and/or expiration date, you can press <F5> to retrieve the next rate code record, instead of entering the dates. The system will retrieve the rate code record with the earliest start date for the department/rate code combination entered. To locate the valid rate code record, press <F5> until the current date is within the start and expiration dates displayed.

- This table defines the rate code, which includes the description, start and expiration date, maximum dollar amount, comptroller object, federal allowable rate, federal tax category, and the allowable depart and return time range
- After viewing, press <CLEAR> to return to the 1601 Travel Menu

1640 Travel Location Table

- ```

PCHL1640 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 2:52 PM
LINK TO: TRAVEL LOCATION TABLE

DEPARTMENT : ***** CENTRAL DEPARTMENT

LOCATION CODE : LAN

LOCATION DESC : LANSING

FED MIE RATE : 30.00

F1-HELP F2-SELECT F3-DELETE F5-NEXT
F9-LINK F10-SAVE

G014 - RECORD FOUND

```

- 
- 11/18/04

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#### 1645 Travel Point to Point Mileage Table

- From the Travel Menu, select <F4> to access the Travel Point to Point Mileage Table:

|                     |                                     |                          |          |
|---------------------|-------------------------------------|--------------------------|----------|
| PCHL1645 V4.1       | ADVANCED PURCHASING/INVENTORY       | MM/DD/YYYY               | 2:55 PM  |
| LINK TO:            | TRAVEL POINT TO POINT MILEAGE TABLE |                          |          |
|                     |                                     |                          |          |
| DEPARTMENT          | : *****                             | CENTRAL DEPARTMENT       |          |
| FROM LOCATION CODE  | : LAN                               | LANSING                  |          |
| TO LOCATION CODE    | : GDL                               | GRAND LEDGE              |          |
| TOTAL MILES         | : 12.00                             |                          |          |
| PROXIMITY CODE      | : 02                                | IN THE STATE OF MICHIGAN |          |
|                     |                                     |                          |          |
| F1-HELP             | F2-SELECT                           | F3-DELETE                | F5-NEXT  |
| G014 - RECORD FOUND |                                     | F9-LINK                  | F10-SAVE |

- Enter the Department ID (for statewide destinations, enter “\*\*\*\*\*”; for agency point to point mileage, enter the Agency code and five asterisks)
- Enter the From Location Code, or press <F2-SELECT> to select from the Table Lookup
- Enter the To Location Code, or press <F2-SELECT> to select from the Table Lookup
- Press <ENTER> to inquire on a specific department/from location/to location combination
- This table defines the standard point to point mileage, which includes the from and to locations, total miles, and the proximity code and description
- <F5-NEXT> may also be used to scroll through the codes
- After viewing, press <CLEAR> to return to the 1601 Travel Menu

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#### 1650 Travel Purpose Table

- From the Travel Menu, select <F5> to access the Travel Purpose Table:

|                     |                                 |                    |          |
|---------------------|---------------------------------|--------------------|----------|
| PCHL1650 V4.1       | ADVANCED PURCHASING/INVENTORY   | MM/DD/YYYY         | 3:08 PM  |
| LINK TO:            | TRAVEL PURPOSE TABLE            |                    |          |
|                     |                                 |                    |          |
| DEPARTMENT          | : *****                         | CENTRAL DEPARTMENT |          |
| PURPOSE CODE        | : VTS001                        |                    |          |
| PURPOSE DESC        | : TRAINING/CONFERENCES/SEMINARS |                    |          |
|                     |                                 |                    |          |
| F1-HELP             | F2-SELECT                       | F3-DELETE          | F5-NEXT  |
|                     |                                 | F9-LINK            | F10-SAVE |
| G014 - RECORD FOUND |                                 |                    |          |

- Enter the Department ('\*\*\*\*\*')
- Enter the Purpose Code, or press <F2-SELECT> to select from the Table Lookup
- Press <ENTER> to inquire
- This table defines the purpose code and associated description
- <F5-NEXT> may also be used to scroll through the codes
- After viewing, press <CLEAR> to return to the 1601 Travel Menu

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#### Creating a Travel Authorization

Travel authorizations can be created for travel approval purposes only (non-monetary), or can include a monetary advance for all, or part, of the estimated travel expenses.

To establish a travel authorization record, select <F6> Travel AUTH/ADV Header Entry from the Travel Menu.

#### 1605 Travel AUTH/ADV Header Entry

|                                       |  |                               |  |                           |  |
|---------------------------------------|--|-------------------------------|--|---------------------------|--|
| PCHL1605 V4.1                         |  | ADVANCED PURCHASING/INVENTORY |  | MM/DD/YYYY 10:27 AM       |  |
| LINK TO:                              |  | TRAVEL AUTH/ADV HEADER ENTRY  |  |                           |  |
|                                       |  |                               |  |                           |  |
| TRAVEL AUTH/ADV ID: 003AY000002       |  | DOC TYPE : TA                 |  | EFF DATE : MM/DD/YYYY     |  |
| ACTION IND : N                        |  | INTF TYPE : TA                |  | DUE DATE : MM/DD/YYYY     |  |
| PDT : MA                              |  | DMI : R                       |  | BANK ID : 000             |  |
| DEPARTMENT : 003                      |  | TRAINING DEPARTMENT 003       |  | PYMNT NO :                |  |
| CONTACT : TRAINER                     |  |                               |  | NOTE : N                  |  |
| TELEPHONE : 517 335-1515              |  | EXT :                         |  | STATUS : NOPT             |  |
| AMOUNT : 100.00                       |  | REMAINING:                    |  | 0.00                      |  |
| VENDOR ID : 3700441103                |  | WORKER, JANE, S               |  | CREATE : MM/DD/YY         |  |
| ADDRESS 000 :                         |  |                               |  | UPDATE : MM/DD/YY         |  |
|                                       |  |                               |  | POST :                    |  |
|                                       |  |                               |  | SERVICE DATE : MM/DD/YYYY |  |
| CITY : MASON                          |  | ST : MI                       |  | ZIP: 48854                |  |
| DESCRIPTION : EXPENSES FOR CONFERENCE |  | OPEN ADV IND : Y              |  | CTRY: USA                 |  |
| PURPOSE CODE : VTS001                 |  | TRAINING/CONFERENCES/SEMINARS |  | ADVANCE TYPE : T          |  |
| DEPART DATE : MM/DD/YYYY              |  | DEPART TIME : 08 : 00 AM      |  |                           |  |
| RETURN DATE : MM/DD/YYYY              |  | RETURN TIME : 06 : 00 PM      |  |                           |  |
| FCO :                                 |  | 1099 :                        |  |                           |  |
| EXPEDITE PROC REQ : N                 |  | EXPEDITE REASON CODE :        |  |                           |  |
|                                       |  |                               |  |                           |  |
| F1-HELP                               |  | F2-SELECT                     |  | F3-DELETE                 |  |
| F7-EMPL SUMM                          |  | F9-LINK                       |  | F10-SAVE                  |  |
| G112 - INQUIRY SUCCESSFUL             |  |                               |  | F5-NEXT                   |  |
|                                       |  |                               |  | F11-VW ACCT               |  |

- Enter the appropriate Document Type (defaults to TA)
- Enter the Effective Date (if not entered, will default to the current date)
- Enter the appropriate Interface Type for this travel advance (defaults to TA; **for non-monetary travel authorizations this must be changed to XX**)
- Enter the Due Date of the travel advance payment (if desired)
- Enter the PDT (payment distribution type), or press <F2> to select from the Table Lookup (must enter a PDT that combines across documents)

**Note:** The PDT is a required field. If Interface Type is 'XX' the PDT field will be ignored.

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- Enter the DMI (disbursement method indicator), or press <F2–SELECT> to select from the Table Lookup (defaults to R)
  - Enter the appropriate Bank ID (defaults to 000)
  - Enter the Payment Number (warrant number) if the DMI is 'M'; otherwise, leave blank
  - Enter the employee's Vendor ID. Will normally be the person's Social Security Number preceded by the prefix '3.' Employees are confidential vendors; therefore, vendor IDs cannot be viewed and/or selected from the 1200 Vendor Name Inquiry.
  - Enter a valid mail code for the employee, usually this will be 000
  - Enter the Service Date, if applicable (if not entered, will default to the current date). The service date must be on, or before, the final post date (close out date) of the grant or project if coding block includes a grant or project that is controlled based on the service date.
  - Enter the appropriate Open Advance Indicator (defaults to Y). 'Y' has the system perform an edit to determine if outstanding travel advances exist for the Vendor ID displayed. An 'N' means the edit will not be performed.
  - Enter a Description of the travel advance
  - Enter the Advance Type (N = non-monetary, 'P' = permanent advance, 'T' = temporary advance)
  - Enter the Travel Purpose Code, or press <F2> to select from the Table Lookup
  - Enter the traveler's Depart Date
  - Enter the traveler's Depart Time
  - Enter AM or PM in the Depart Time AM/PM field
  - Enter the employee's Return Date (must be greater than or equal to the departure date)
  - Enter the employee's Return Time
  - Enter AM or PM in the Return Time AM/PM field
  - Enter a FCO (fund control override code) if fund controls may be overridden (optional). A 'W' indicates a Statewide fund control override and an 'A' indicates agency-wide fund control override. This requires special user security.
  - Leave the 1099 field blank (Not used for travel processing at this time)
  - Enter the appropriate Expedite Processing Request indicator (a 'Y' requests expedited processing, an 'N' indicates normal processing)
  - Enter the Expedite Reason Code only if expedited processing is requested, or press <F2–SELECT> to select from the Table Lookup
  - Press <F10–SAVE> to save your data
- 
- When all required data has been entered, and the header information is saved, the system transfers to the 1610 Travel AUTH/ADV Detail Entry screen:

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#### 1610 Travel AUTH/ADV Detail Entry

PCHL1610 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 10:24 AM  
LINK TO: TRAVEL AUTH/ADV DETAIL ENTRY

TRAVEL AUTH/ADV ID : 003AY000002

ACCOUNTING INFORMATION-

| SX | AGY | AY | INDEX | PCA   | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | AMOUNT |
|----|-----|----|-------|-------|------|------|-------|----|------|----|-----|-----|-----|--------|
| 01 | 003 | YY | 99965 | 99965 | 7205 |      |       |    |      |    |     |     |     | 100.00 |

MORE ACCOUNTING: N CURRENT DETAIL ACCOUNTING AMOUNT: 100.00

F1-HELP F3-DEL ACTG F4-ACCTG F5-NEXT  
F9-LINK F10-SAVE F11-VW ACCT

G001 - RECORD SAVED

The system generates the Travel AUTH/ADV ID, and the cursor is in the AGY (Agency) field.

**Note:** The State has a specific appropriation (99965) and D23 Fund (9965) combination that is to be used for all travel advances. Agencies can establish their own Index and PCA that point to this appropriation and D23 fund.

- Enter the accounting line(s) for this travel authorization. At least one accounting line is required. Up to ten accounting lines can be entered for the travel advance, using this screen.
- Enter the dollar Amount to be associated with each accounting line entered on this screen
- Press <F10-SAVE> to save the accounting information and the system will display the message, RECORD SAVED
- See Entering Extended Accounting below, if entering more than 10 accounting lines. If not entering additional accounting lines, press <CLEAR> to return to the 1605 Travel AUTH/ADV Header Entry screen and go to Completion of the Travel Authorization later in this section.

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#### Entering Extended Accounting

- To enter additional accounting lines, press <F4> to access the 1611 Extended Travel AUTH/ADV Detail Entry screen. Up to 12 accounting lines can be entered on each page of this screen. A total of 99 accounting lines can be entered on the document.
- The system retrieves the accounting lines entered on the 1610 screen, so <TAB> to the first blank line below the existing accounting lines and enter the additional accounting and associated dollar amounts
- Press <F10> to save the page, then press <F8> to access a new page, if necessary
- Enter the additional accounting and dollar amounts, being sure to save each page before accessing a new page
- When all of the accounting lines have been entered, press <CLEAR> one or more times to return to the 1605 Travel AUTH/ADV Header Entry screen for completion of the Travel Authorization

#### Completion of the Travel Authorization

|                                                                     |                               |                           |             |
|---------------------------------------------------------------------|-------------------------------|---------------------------|-------------|
| PCHL1605 V4.1                                                       | ADVANCED PURCHASING/INVENTORY | MM/DD/YYYY                | 10:27 AM    |
| LINK TO:                                                            | TRAVEL AUTH/ADV HEADER ENTRY  |                           |             |
| TRAVEL AUTH/ADV ID: 003AY000002 DOC TYPE : TA EFF DATE : MM/DD/YYYY |                               |                           |             |
| ACTION IND : N                                                      | INTF TYPE : TA                | DUE DATE : MM/DD/YYYY     |             |
| PDT : MA                                                            | DMI : R BANK ID : 000         | PYMNT NO :                |             |
| DEPARTMENT : 003                                                    | TRAINING DEPARTMENT 003       | NOTE : N                  |             |
| CONTACT : TRAINER                                                   |                               | STATUS : NOPT             |             |
| TELEPHONE : 517 335-1515                                            | EXT :                         | CREATE : MM/DD/YY         |             |
| AMOUNT : 100.00                                                     | REMAINING: 100.00             | UPDATE : MM/DD/YY         |             |
| VENDOR ID : 3700441103                                              | WORKER, JANE, S               | POST :                    |             |
| ADDRESS 000 :                                                       |                               | SERVICE DATE : MM/DD/YYYY |             |
|                                                                     | 441 CAPITOL CT                | OPEN ADV IND :            |             |
| CITY : MASON                                                        | ST : MI ZIP: 48854            | CTRY: USA                 |             |
| DESCRIPTION : EXPENSES FOR CONFERENCE                               | ADVANCE TYPE : T              |                           |             |
| PURPOSE CODE : VTS001                                               | TRAINING/CONFERENCES/SEMINARS |                           |             |
| DEPART DATE : MM/DD/YYYY                                            | DEPART TIME : 08 : 00 AM      |                           |             |
| RETURN DATE : MM/DD/YYYY                                            | RETURN TIME : 06 : 00 PM      |                           |             |
| FCO :                                                               | 1099 :                        |                           |             |
| EXPEDITE PROC REQ : N                                               | EXPEDITE REASON CODE :        |                           |             |
| F1-HELP                                                             | F2-SELECT                     | F3-DELETE                 | F5-NEXT     |
| F7-EMPL SUMM                                                        | F9-LINK                       | F10-SAVE                  | F11-VW ACCT |
| G112 - INQUIRY SUCCESSFUL                                           |                               |                           |             |

- Notice that the system generated the data for most of the remaining data fields
- If any optional data was not entered during creation of the travel authorization, or data should be modified (e.g., Bank ID and Vendor's Mail Code can be changed, if necessary, by overtyping), it can be done at this time (if data is entered or changed, the system will transfer to the detail entry screen again, when saved, and you will have to clear back to the header)



- You may also add a note in the Note Pad before posting, if desired. The information entered on the Travel Authorization/Advance Note pad, for a travel advance, will print on the remittance advice that the employee receives.
- Before posting the travel authorization, verify the accounting by selecting <F11–VW ACCT> to access the 1625 Travel AUTH/ADV Accounting Information Summary screen:

- The system retrieves the accounting summary record associated with the Travel AUTH/ADV ID
- This screen displays all of the accounting detail attached to the travel authorization
- Press <CLEAR> to return to the 1605 Travel AUTH/ADV Header Entry screen:

# MAIN FACS

## SELF-STUDY

### Training Material

```
PCHL1605 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 10:47 AM
LINK TO: TRAVEL AUTH/ADV HEADER ENTRY

TRAVEL AUTH/ADV ID: 003AY000002 DOC TYPE : TA EFF DATE : MM/DD/YYYY
ACTION IND : P INTF TYPE : TA DUE DATE : MM/DD/YYYY
PDT : MA DMI : R BANK ID : 000 PYMNT NO :
DEPARTMENT : 003 TRAINING DEPARTMENT 003 NOTE : N
CONTACT : TRAINER STATUS : POST
TELEPHONE : 517 335-1515 EXT : CREATE : MM/DD/YY
AMOUNT : 100.00 REMAINING: 100.00 UPDATE : MM/DD/YY
VENDOR ID : 3700441103 WORKER, JANE, S POST : MM/DD/YY
ADDRESS 000 : SERVICE DATE : MM/DD/YYYY
 441 CAPITOL CT OPEN ADV IND :
CITY : MASON ST : MI ZIP: 48854 CTRY: USA
DESCRIPTION : EXPENSES FOR CONFERENCE ADVANCE TYPE : T
PURPOSE CODE : VTS001 TRAINING/CONFERENCES/SEMINARS
DEPART DATE : MM/DD/YYYY DEPART TIME : 08 : 00 AM
RETURN DATE : MM/DD/YYYY RETURN TIME : 06 : 00 PM
FCO : 1099 :
EXPEDITE PROC REQ : N EXPEDITE REASON CODE :

F1-HELP F2-SELECT F3-DELETE F5-NEXT
F7-EMPL SUMM F9-LINK F10-SAVE F11-VW ACCT
TR88 - TRAVEL ADVANCE POSTED
```

- Enter a 'P' in the Action Indicator field, and press <F10-SAVE> to post the travel authorization
- If approval paths have been established, the travel authorization will enter an approval path instead of posting
- <CLEAR> back to the 1601 Travel Menu

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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#### Creating a Travel Voucher

Travel vouchers can be created with, or without, an associated travel authorization. When a travel voucher references a monetary travel authorization, the resulting warrant will be issued for the net dollar amount (total travel voucher dollar amount, minus travel advance dollar amount, minus applicable taxes withheld). When a travel voucher that references a monetary travel authorization results in a negative dollar amount (the anticipated expenses were greater than the actual expenses, therefore, the employee received an advance that was larger than the total travel voucher amount) the employee must reimburse the State for the excess travel advance.

```
PCHL1601 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 6:01 PM
LINK TO: TRAVEL MENU

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 USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

 (1) - TRAVELER MASTER TABLE
 (2) - TRAVEL RATE TABLE
 (3) - TRAVEL LOCATION TABLE
 (4) - TRAVEL POINT TO POINT MILEAGE TABLE
 (5) - TRAVEL PURPOSE TABLE
 (6) - TRAVEL AUTH/ADV HEADER ENTRY
 (7) - TRAVEL VOUCHER HEADER ENTRY
 (8) - TRAVELER TRAVEL AUTH/ADV SUMMARY

 (10) - TRAVELER TRAVEL VOUCHER SUMMARY

 (CL) - EXIT
```

To create a travel voucher, select <F7> Travel Voucher Header Entry.

# MAIN FACS

## SELF-STUDY

### Training Material

#### 1900 Travel Voucher Header Entry

|                           |                               |                     |              |
|---------------------------|-------------------------------|---------------------|--------------|
| PCHL1900 V4.1             | ADVANCED PURCHASING/INVENTORY | MM/DD/YYYY          | 11:15 AM     |
| LINK TO:                  | TRAVEL VOUCHER HEADER ENTRY   |                     |              |
| TRAVEL VOUCHER ID :       | 003TY000243                   | DOC TYPE :          | TV           |
| ACTION IND :              | N                             | INTF TYPE :         | TV           |
| PDT :                     | MA                            | DMI :               | R            |
| BANK ID :                 | 000                           | PYMNT NO :          |              |
| TRAVEL AUTH/ADV ID :      |                               | OPEN ADVANCE IND :  | Y            |
| DEPARTMENT :              | 003                           | TRAINING DEPARTMENT | 003          |
| CONTACT :                 | TRAINER                       | NOTE :              | N            |
| TELEPHONE :               | 517 335-1515                  | EXT :               |              |
| VOUCHER AMOUNT :          |                               | STATUS :            | NOPT         |
| VENDOR ID :               | 3700441103                    | WORKER, JANE, S     |              |
| ADDRESS :                 | 000                           | SERVICE DATE:       | MM/DD/YYYY   |
|                           | 441 CAPITOL CT                |                     |              |
| CITY :                    | MASON                         | ST :                | MI           |
| DESCRIPTION :             | EXPENSES FOR CONFERENCE       | ZIP :               | 48854        |
| DEPART DATE :             | MM/DD/YYYY                    | CTRY:               | USA          |
| RETURN DATE :             | MM/DD/YYYY                    |                     |              |
| DUPLICATE EDIT IND:       | Y                             |                     |              |
| FCO :                     |                               | 1099 :              |              |
| F1-HELP                   | F2-SELECT                     | F3-DELETE           | F5-NEXT      |
| F7-EMPL SUMM              | F9-LINK                       | F10-SAVE            | F6-TRVL DTLS |
| G112 - INQUIRY SUCCESSFUL |                               |                     | F11-VW ACCT  |

- Enter the appropriate Document Type (defaults to TV)
- Enter the Effective Date (if not entered, will default to the current date)
- Enter the appropriate Interface Type (defaults to TV)
- Enter the Due Date of the travel voucher payment
- Enter the PDT, or press <F2> to select from the Table Lookup (if a monetary Travel AUTH/ADV ID was entered, the PDT must combine across documents)
- Enter the DMI, or press <F2> to select from the Table Lookup (defaults to R, 'M' is not allowed for travel vouchers that contain taxable object codes)
- Enter the appropriate Bank ID (defaults to 000)
- Enter the Payment Number if 'DMI' is 'M'; otherwise leave blank
- Enter the Travel AUTH/ADV ID corresponding to this trip, if there is one (can be looked up using <F2-SELECT> after the Vendor ID is entered)
- Enter the appropriate Open Advance Indicator (defaults to Y). 'Y' has the system perform an edit to determine if outstanding travel advances exist for the Vendor ID displayed. An 'N' means the edit will not be performed.
- Enter the employees' Vendor ID. Will normally be the person's Social Security Number preceded by the prefix '3.' The system retrieves the vendor's name based on the Vendor ID entered. Employees are confidential vendors therefore vendor IDs cannot be selected from the 1200 Vendor Name Inquiry. (If a Travel AUTH/ADV ID is entered, the Vendor ID is retrieved from the 1605 Travel Advance Header Entry screen after pressing the <ENTER> key.)
- Enter the Mail Code usually this will be 000

# **MAIN FACS**

## ***SELF-STUDY***

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- Enter the Service Date, if applicable (if not entered, will default to the current date). The service date must be on, or before, the final post date (close out date) of the grant or project if coding block includes a grant or project that is controlled based on the service date.
  - Enter a Description for the travel voucher (retrieved from the travel advance, if a Travel AUTH/ADV ID is entered; this can be changed by overtyping, if necessary)
  - Enter the employee's Depart Date (retrieved from the travel advance if a Travel AUTH/ADV ID is entered; this can be changed by overtyping, if necessary)
  - Enter the employee's Return Date (retrieved from the travel advance if a Travel AUTH/ADV ID is entered; this can be changed by overtyping, if necessary)
  - The Duplicate Edit Indicator field defaults to 'Y' (Yes) to indicate that the system will check to see if the traveler already has a travel voucher that falls within the range of the currently displayed depart and return dates. Change to an 'N' (No) so the system will not perform this edit.
  - Enter a FCO code if fund controls may be overridden (optional). A 'W' indicates Statewide fund control override, and an 'A' indicates agency-wide fund control override. This requires special user security.
  - Leave the 1099 field blank (Not used for travel processing at this time)
  - Press <F10-SAVE> to save your data
- 
- When all required data has been entered, and the header information is saved, the system transfers to the 1910 Travel Voucher Detail Entry screen:

# MAIN FACS

## SELF-STUDY

### Training Material

#### 1910 Travel Voucher Detail Entry

```
PCHL1910 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 12:15 PM
LINK TO: TRAVEL VOUCHER DETAIL ENTRY

TRVL VCH ID : 003TY000243 LINE NO : 001
FROM : BTC BATTLE CREEK TO : CIN CINCINNATI, O MILES : 256
RATE CODE : SMOS STANDARD MILEAGE OUT-OF-STATE RATE AMT : .3280
COBJ : 4960 FED TAX CATEGORY : 1 AUDIT FLAG : N DATE : MM/DD/YYYY
NO OF DAYS : 2 DEPARTURE TIME : 12 : 00 AM RETURN TIME : 11 : 59 PM
TRAVEL DESC : MANAGEMENT CONFERENCE PCT/AMT : A
PURPOSE CODE : VTS001 TRAINING/CONFERENCES/SEMINARS TOT AMT : 167.93
SX AGY AY INDEX PCA AOBJ GRANT PH PROJ PH AG1 AG2 AG3 AMOUNT/PCT
01 003 YY 00330 00260 4885 167.93
```

```
MORE ACCOUNTING: N CURRENT DETAIL ACCOUNTING AMOUNT: 167.93
F1-HELP F2-SELECT F3-DELETE F4-ACCTG F5-NEXT F6-TRVL DETLS
 F8-COPY F9-LINK F10-SAVE F11-VW ACCT
G014 - RECORD FOUND
```

The system generates the Travel Voucher ID, and the cursor is in the From field in preparation for entering information for the first travel voucher detail line item. The Comptroller Object portion of the account code will be system retrieved, based on the Rate Code.

All expense information can be entered at different levels of detail, by utilizing the Number of Days field for each rate code entered. For example, three lunches can be entered individually to capture each day of travel, or in summary form, where Number of Days field equals three. Alternatively, the rate code for each expenditure can be entered by the day, by entering the date the expense was incurred in the Date field.

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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**Example:** You went on a three day trip and can expense two breakfasts, three lunches, two dinners, mileage, and lodging. Your data entry might be:

#### DETAIL ENTRY METHOD

##### INDIVIDUALLY

##### BY LIKE ITEM

| Line No | Expense      | No of Days |
|---------|--------------|------------|
| 001     | To Mileage   | 1          |
| 002     | From Mileage | 1          |
| 003     | Breakfast    | 1          |
| 004     | Breakfast    | 1          |
| 005     | Lunch        | 1          |
| 006     | Lunch        | 1          |
| 007     | Lunch        | 1          |
| 008     | Dinner       | 1          |
| 009     | Dinner       | 1          |
| 010     | Lodging      | 1          |
| 011     | Lodging      | 1          |

##### CHRONOLOGICALLY

| Line No | Expense      | No of Days |
|---------|--------------|------------|
| 001     | To Mileage   | 1          |
| 002     | Lunch        | 1          |
| 003     | Dinner       | 1          |
| 004     | Lodging      | 1          |
| 005     | Breakfast    | 1          |
| 006     | Lunch        | 1          |
| 007     | Dinner       | 1          |
| 008     | Lodging      | 1          |
| 009     | Breakfast    | 1          |
| 010     | Lunch        | 1          |
| 011     | From Mileage | 1          |

#### SUMMARY ENTRY METHOD

| Line No | Expense         | No of Days |
|---------|-----------------|------------|
| 001     | Mileage         | 2          |
| 002     | Lunch/Dinner    | 1          |
| 003     | Lodging         | 1          |
| 004     | Full Day Meals  | 1          |
| 005     | Lodging         | 1          |
| 006     | Breakfast/Lunch | 1          |

#### PER DIEM METHOD

##### DETAIL ENTRY

| Line No | Expense      | No of Days |
|---------|--------------|------------|
| 001     | Per Diem     | 1          |
| 002     | Per Diem     | 1          |
| 003     | Per Diem     | 1          |
| 004     | To Mileage   | 1          |
| 005     | From Mileage | 1          |

##### SUMMARY ENTRY

| Line No | Expense  | No of Days |
|---------|----------|------------|
| 001     | Per Diem | 3          |
| 002     | Mileage  | 2          |
|         |          |            |
|         |          |            |
|         |          |            |

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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**Note:** Given the same expenses, different people might enter them in different ways, as the example above shows. The system has no “right way” or “wrong way” to organize data entry for travel expenses. Policies and procedures may, however, dictate how you must enter your expenses. The examples in this self study are for instructional purposes only, and may not adhere to your agency’s policies and procedures. Therefore, always follow your agency’s policies and procedures, when they differ from this self study.

There are advantages and disadvantages to each of the above data entry examples. Using the system’s copy feature allows like item detail lines to be copied and modified, thereby reducing overall data entry. Per Diem rates may not be available for everyone.

#### **Travel Voucher Detail Entry**

- Enter a travel location code in the From field, to indicate where the travel originated, or use <F2> to select from the Table Lookup

**Note:** If the location does not exist on the Location Code Table the user should use a generic From location. There are two generic From locations: one for In-State and one for Out-of-State. There is also one summary From location for summarizing all mileage for a specific time period. When using <F2–SELECT> to select from the Table Lookup, search for GEN or SUM.

- Enter a travel location code in the To field, to indicate where the travel terminated, or use <F2–SELECT> to select from the Table Lookup. The system will retrieve the From and To location descriptions and the number of miles, based on the From/To location codes entered.

**Note:** If the location does not exist on the Location Code Table the user should use a generic To location. There are eight generic To locations: four for In-State and four for Out-of-State. Each set of four has been established for the following MIE rates: \$30, \$34, \$38, and \$42. There is also one Summary To Location for summarizing all mileage for a specific time period. When using <F2> to select from the Table Lookup, search for GEN or SUM.



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## *SELF-STUDY*

### *Training Material*

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If the From and To locations are not defined on the 1645 Travel Point to Point Mileage Table, or are generic, summary, or vicinity, the user must enter the mileage (cannot exceed mileage maximums without override capability) and the travel description (showing the city or cities traveled from/to).

- Enter a Rate Code to identify the travel rates (e.g., meals, hotel, transportation), or use <F2-SELECT> to select from the Table Lookup
- Enter the date the expense was incurred in the Date field. This may be for each individual day or for summary entry.
- Enter the number of days the travel reimbursement covers (for this line's expenses only), in the No of Days field (defaults to one)
- Enter the employee's Departure time indicating AM or PM (enter '12:00 AM' if not the departure day of an overnight trip)
- Enter the employee's Return time, indicating AM or PM (enter '11:59 PM' if not the return day of an overnight trip)
- Enter a description for this expense
- Enter a 'P' (percentage) or an 'A' (amount) in the Pct/Amt field. 'A' means each accounting line will have actual dollar amounts entered, and 'P' means each accounting line will have percentages entered (defaults to A).
- Enter a Purpose Code identifying the reason for travel (e.g., conference, meeting), or use <F2> to select from the Table Lookup

**Note:** The Depart time and Return time fields can be changed by overtyping, if a line was copied. The user may enter lower values for Miles and the Rate Amount. Only users with the Travel Override indicator set to 'Y' (yes) on the 1620 Traveler Master Table can enter higher than standard amounts for miles and rates. If any of these fields are over the standard amount, or if a From and To Location Code combination is entered that does not exist in the 1645 Travel Point to Point Mileage Table, or if the departure and/or return times are entered that are not within the timers allowed for the rate code entered, the Audit Flag will change to 'Y' after saving the travel voucher line.

- Enter the account coding blocks to which travel charges are to be applied (up to nine accounting lines can be charged for each travel voucher line item on this screen). At least one accounting line is required.
- Enter the Amount or Percentage (must total 100%) to be applied to each account code combination

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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- Press <F10–SAVE> to save the information for this line number. When the line information is saved, the system will calculate and display the total travel expense amount in the TOT AMT field, based on the travel rate code, mileage indicator, and number of days entered.

**Note:** Be sure you distribute the correct dollar amount among the accounting lines when using the actual amount method. The Total Amount and Current Detail Accounting Amount must be equal. The percentage method can be used even when there is only one accounting line by entering '100' in the Amount/Pct field. This can reduce calculation errors. When using the Amount method, you can save the line item prior to entering the dollar amount. The system will calculate and display the total dollar amount in the TOT AMT field and the message line will advise you to enter the dollar amount. You will then know the total dollar amount to be entered without calculating it yourself.

- See Entering Extended Accounting, below, if entering more than nine accounting lines. If not entering additional accounting lines, go to Entering Additional Travel Expenses, later in this section.

#### **1911 Entering Extended Accounting**

- To enter additional accounting lines, press <F4–ACCTG> to access the 1911 Extended Travel Voucher Detail Entry screen. Up to 12 accounting lines can be entered on each page. A total of 99 accounting lines can be entered on the document.
- The system retrieves the accounting lines entered on the 1910 screen, so <TAB> to the first blank line below the existing accounting lines and enter the additional accounting and associated dollar amounts, or percentages
- Press <F10> to save the page, then press <F8> to access a new page, if necessary
- Enter the additional accounting information, being sure to save each page before accessing a new page
- When all of the extended accounting detail information has been entered and saved, press <CLEAR> to return to the 1910 Travel Voucher Detail Entry screen. The More Accounting field will now contain a 'Y,' indicating that there is additional accounting for this line item.
- To enter data for additional travel expenses, go to Entering Additional Travel Expenses, below
- If you are not entering additional travel expenses, press <CLEAR> to return to the 1900 Travel Voucher Header Entry screen, then go to Completing the Travel Voucher, later in this section

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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#### Entering Additional Travel Expenses

The entry of additional travel expense line items can be performed using different data entry methods. The same method does not need to be used for every expense on the same travel voucher. Use the method that is most efficient for the transaction you are creating.

**Method 1:** When the first line item was saved, the system cleared the existing data from the screen and generated Line No '002.' Data entry for the new line is the same as that for the first line. You must enter all of the required data, including all of the accounting information. When saved, the system will clear the screen and generate the next sequential line number.

**Method 2:** You can copy an existing line to create a new line. To copy an existing line, retrieve the line by entering the line number in the Line NO field and press <ENTER> (or press <F5> until you locate the line to be copied). Press <F8-COPY> to copy all of the detail information from the existing line (i.e., Line No 001) to the new line (i.e., Line No 002). Change only the data fields that are different, by overtyping. Change the accounting information, being sure to adjust amounts or percentages, as needed. Save the new line item. When saved, the system will clear the screen and generate the next sequential line number.

**Method 3:** You can modify an existing line to create a new line. Retrieve an existing line by entering the line number in the Line NO field and press <ENTER> (or press <F5-NEXT> until you locate the line to be modified). Clear the Line No field and change the necessary data fields (including accounting and amounts or percentages), as needed. Save the data. The system will generate a new line number (i.e., Line No 002), which includes the modified information. The original line does not change.

- Repeat one of the above data entry methods for each expense incurred – these methods are available for detailed and summary entry. When all data has been entered and saved for all expenses associated with this travel voucher, press <CLEAR> to return to the 1900 Travel Voucher Header Entry screen.

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## SELF-STUDY

### Training Material

#### Completing the Travel Voucher

```

PCHL1900 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 1:36 PM
LINK TO: TRAVEL VOUCHER HEADER ENTRY

TRAVEL VOUCHER ID : 003TY000243 DOC TYPE : TV EFF DATE : MM/DD/YYYY
ACTION IND : N INTF TYPE : TV DUE DATE : MM/DD/YYYY
PDT : MA DMI : R BANK ID : 000 PYMNT NO :
TRAVEL AUTH/ADV ID: OPEN ADVANCE IND : Y
DEPARTMENT : 003 TRAINING DEPARTMENT 003 NOTE : N
CONTACT : TRAINER STATUS : NOPT
TELEPHONE : 517 335-1515 EXT : CREATE : MM/DD/YY
VOUCHER AMOUNT : 167.93 UPDATE : MM/DD/YY
VENDOR ID : 3700441103 WORKER, JANE, S POST :
ADDRESS 000 : SERVICE DATE: MM/DD/YYYY
 441 CAPITOL CT
CITY : MASON ST : MI ZIP: 48854 CTRY: USA
DESCRIPTION : EXPENSES FOR CONFERENCE
DEPART DATE : MM/DD/YYYY
RETURN DATE : MM/DD/YYYY
DUPLICATE EDIT IND: Y
FCO : 1099 :

F1-HELP F2-SELECT F3-DELETE F5-NEXT F6-TRVL DTLs
F7-EMPL SUMM F9-LINK F10-SAVE F11-VW ACCT
G112 - INQUIRY SUCCESSFUL

```

- Before posting the travel voucher, verify the travel details by selecting <F6-TRVL DTLs> to access the 1920 Travel Detail Inquiry screen. The system retrieves the travel detail summary record associated with the Travel Voucher ID. This screen displays all of the travel detail attached to the travel voucher.

```

PCHL1920 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 1:37 PM
LINK TO: TRAVEL DETAIL INQUIRY

TRAVEL VOUCHER ID : 003TY000243 TRAVEL VOUCHER TOTAL : 167.93

S LINE AUD FLG DATE DAYS RATE CD RATE AMOUNT
 FROM LOCATION TO LOCATION MILES LINE TOTAL

001 N MM/DD/YYYY 2 SMOS STANDARD MILEAGE OUT-OF-STATE .3280
BTC BATTLE CREEK CIN CINCINNATI, OH 256.00 167.93

F1-HELP F2-SELECT F5-NEXT
F7-PRIOR PG F8-NEXT PG F9-LINK
G112 - INQUIRY SUCCESSFUL

```

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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- Press <CLEAR> to return to the 1900 Travel Voucher Header Entry screen
- Before posting the travel voucher, verify the accounting by selecting <F11-VW ACCT> to access the 1925 Travel Voucher Accounting Information Summary screen:

|                                 |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
|---------------------------------|-------------------------------|------------------------|---------|-------|------|------|------|-------|----|------|----|-----|-----|-----|--------|
| PCHL1925 V4.1                   | ADVANCED PURCHASING/INVENTORY | MM/DD/YYYY             | 1:39 PM |       |      |      |      |       |    |      |    |     |     |     |        |
| LINK TO:                        | TRAVEL VOUCHER ACCOUNTING     | INFORMATION SUMMARY    |         |       |      |      |      |       |    |      |    |     |     |     |        |
| TRAVEL VOUCHER ID : 003TY000243 |                               | TRAVEL VOUCHER TOTAL : | 167.93  |       |      |      |      |       |    |      |    |     |     |     |        |
| <hr/>                           |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| S                               | SX                            | AGY                    | Y       | INDEX | PCA  | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | TOTAL  |
| 01                              | 003                           | Y                      | 00330   | 00260 | 4960 | 4960 |      |       |    |      |    |     |     |     | 167.93 |
| <br>                            |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| F1-HELP                         |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| F2-VW ERROR                     |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| F5-NEXT                         |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| F8-NEXT PG                      |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| F9-LINK                         |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |
| G112 - INQUIRY SUCCESSFUL       |                               |                        |         |       |      |      |      |       |    |      |    |     |     |     |        |

- The system retrieves the accounting summary record associated with the Travel Voucher ID
- This screen displays all of the accounting detail attached to the travel voucher
- Press <CLEAR> to return to the 1900 Travel Voucher Header Entry screen

# MAIN FACS

## SELF-STUDY

### Training Material

|                              |                               |                     |              |
|------------------------------|-------------------------------|---------------------|--------------|
| PCHL1900 V4.1                | ADVANCED PURCHASING/INVENTORY | MM/DD/YYYY          | 1:54 PM      |
| LINK TO:                     | TRAVEL VOUCHER HEADER ENTRY   |                     |              |
| TRAVEL VOUCHER ID :          | 003TY000243                   | DOC TYPE :          | TV           |
| ACTION IND :                 | N                             | INTF TYPE :         | TV           |
| PDT :                        | MA                            | DMI :               | R            |
|                              |                               | BANK ID :           | 000          |
| TRAVEL AUTH/ADV ID:          |                               | OPEN ADVANCE IND :  | Y            |
| DEPARTMENT :                 | 003                           | TRAINING DEPARTMENT | 003          |
| CONTACT :                    | TRAINER                       | NOTE :              | N            |
| TELEPHONE :                  | 517 335-1515                  | EXT :               |              |
| VOUCHER AMOUNT :             | 167.93                        | STATUS :            | POST         |
| VENDOR ID :                  | 3700441103                    | CREATE :            | MM/DD/YY     |
| ADDRESS 000 :                |                               | UPDATE :            | MM/DD/YY     |
|                              |                               | POST :              | MM/DD/YY     |
|                              |                               | SERVICE DATE:       | MM/DD/YYYY   |
|                              | 441 CAPITOL CT                |                     |              |
| CITY :                       | MASON                         | ST :                | MI           |
| DESCRIPTION :                | EXPENSES FOR CONFERENCE       | ZIP:                | 48854        |
| DEPART DATE :                | MM/DD/YYYY                    | CTRY:               | USA          |
| RETURN DATE :                | MM/DD/YYYY                    |                     |              |
| DUPLICATE EDIT IND:          | Y                             |                     |              |
| FCO :                        |                               | 1099 :              |              |
| F1-HELP                      | F2-SELECT                     | F3-DELETE           | F5-NEXT      |
| F7-EMPL SUMM                 | F9-LINK                       | F10-SAVE            | F6-TRVL DTLS |
| T091 - TRAVEL VOUCHER POSTED |                               | F11-VW ACCT         |              |

- Notice the system generated the data for most of the remaining data fields
- If any optional data was not entered during creation of the travel voucher, or data should be modified (e.g., Bank ID and Vendor's Mail Code can be changed, if necessary, by overtyping), it can be done at this time (if data is entered or changed, the system will transfer to the detail entry screen again, when saved, and you will have to clear back to the header)
- You may also add a note in the Note Pad before posting, if desired. The information entered on the travel voucher Note pad will print on the remittance advice that the employee receives.
- Enter a 'P' in the Action Indicator field, and press <F10-SAVE> to post the travel voucher
- If approval paths have been established, the travel voucher will enter an approval path instead of posting

# MAIN FACS

## SELF-STUDY

### Training Material

#### TRAVEL VOUCHER SCENARIOS

The following page contains a Travel Expense Voucher (DMB-23 OFM) for an employee, covering one month. This form will be followed by a detail data entry example and a summary entry example for the expenses incurred by the employee. The grouping in the summary example may not match policy in your agency.

To create a travel voucher for the attached Travel Expense Voucher, access the 1900 Travel Voucher Header Entry screen:

|                                 |  |                               |  |                     |  |
|---------------------------------|--|-------------------------------|--|---------------------|--|
| PCHL1900 V4.1                   |  | ADVANCED PURCHASING/INVENTORY |  | MM/DD/YYYY 11:15 AM |  |
| LINK TO:                        |  | TRAVEL VOUCHER HEADER ENTRY   |  |                     |  |
| TRAVEL VOUCHER ID :             |  | DOC TYPE : TV                 |  | EFF DATE :          |  |
| ACTION IND : N                  |  | INTF TYPE : TV                |  | DUE DATE :          |  |
| PDT : MA                        |  | DMI : R                       |  | BANK ID : 000       |  |
| PYMNT NO :                      |  |                               |  |                     |  |
| TRAVEL AUTH/ADV ID: 003AY000002 |  | OPEN ADVANCE IND : Y          |  |                     |  |
| DEPARTMENT : 003                |  | TRAINING DEPARTMENT 003       |  | NOTE : N            |  |
| CONTACT : TRAINER               |  |                               |  | STATUS : NOPT       |  |
| TELEPHONE : 517 335-1515        |  | EXT :                         |  | CREATE :            |  |
| VOUCHER AMOUNT :                |  |                               |  | UPDATE :            |  |
| VENDOR ID : 3700441103          |  | WORKER, JANE, S               |  | POST :              |  |
| ADDRESS 000 :                   |  | SERVICE DATE:                 |  |                     |  |
| 441 CAPITOL CT                  |  |                               |  |                     |  |
| CITY : MASON                    |  | ST : MI                       |  | ZIP: 48854          |  |
| CTRY: USA                       |  |                               |  |                     |  |
| DESCRIPTION : MONTHLY TRAVEL    |  |                               |  |                     |  |
| DEPART DATE : MM/DD/YYYY        |  |                               |  |                     |  |
| RETURN DATE : MM/DD/YYYY        |  |                               |  |                     |  |
| DUPLICATE EDIT IND: Y           |  |                               |  |                     |  |
| FCO :                           |  | 1099 :                        |  |                     |  |
| F1-HELP                         |  | F2-SELECT                     |  | F3-DELETE           |  |
| F5-NEXT                         |  | F6-TRVL DTLS                  |  |                     |  |
| F7-EMPL SUMM                    |  | F9-LINK                       |  | F10-SAVE            |  |
| F11-VW ACCT                     |  |                               |  |                     |  |
| G112 - INQUIRY SUCCESSFUL       |  |                               |  |                     |  |

#### Travel Voucher Header Data Entry:

(Throughout this example, notes regarding box numbers are referencing the Travel Expense Voucher sample on page 32).

- PDT **MA** or <F2> to select one that combines across documents
- Travel AUTH/ADV ID **003AY000002**
- Vendor ID **\*3700441103** (3+SS# – see box 10)
- Address **\*000** (mail code)
- Description **Monthly travel** (or other appropriate description)
- Depart Date **\*MM/DD/YY** (see box 7)
- Return Date **\*MM/DD/YY** (see box 7)
- All other required values are system retrieved, if not entered
  - \* (will default if Travel AUTH/ADV ID is entered and <ENTER> is pressed)

# TRAVEL EXPENSE VOUCHER

## MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET

• Type Or Print Hard

|                 |                       |                |
|-----------------|-----------------------|----------------|
| 1. APPROP. YEAR | 2. MAIN-FACS AGY. NO. | 3. VOUCHER NO. |
| 4. PAGE/OF      | 5. CHECKED            | 6. AUDITED     |

|                                              |              |                                                                   |     |                                                                                                                                      |      |                                                   |  |                                                |  |                       |  |                    |  |
|----------------------------------------------|--------------|-------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------|--|------------------------------------------------|--|-----------------------|--|--------------------|--|
| 7. EMPLOYEE NAME<br>Jane S. Worker           |              |                                                                   |     | 8. MAIN - FACS AGENCY NAME<br>Training Department 003                                                                                |      |                                                   |  | 9. EMPLOYEE SOCIAL SECURITY #<br>3-700-44-1103 |  |                       |  | 10. MAIL OF<br>000 |  |
| 11. HOME ADDRESS - STREET<br>441 Capitol CT. |              |                                                                   |     | 12. CITY<br>Mason                                                                                                                    |      |                                                   |  | 13. STATE<br>MI                                |  | 14. ZIP CODE<br>48854 |  |                    |  |
| 15. OFFICIAL WORK STATION<br>Lansing         |              | 16. PERMANENT ASSIGNED STATE CAR                                  |     | 17. TRAVEL ADVANCE<br><input type="checkbox"/> NONE <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT |      |                                                   |  | 18. ADVANCE AMOUNT<br>\$100.00                 |  |                       |  |                    |  |
| 19. EFFECTIVE                                | 20. DUE DATE | INTF                                                              | PDT | DMI                                                                                                                                  | BANK | 21. TRAVEL AUTH/ADV ID<br>003AY000002             |  | 22. SUFFIX                                     |  | 23. SERVICE DATE      |  |                    |  |
| 24. CONTACT PERSON<br>BUSINESS               |              | 25. NATURE OF OFFICIAL BUSINESS (PURPOSE / DESCRIPTION)<br>Audits |     |                                                                                                                                      |      | 26. PERIOD COVERED<br>FROM: MM/12/YY TO: MM/27/YY |  |                                                |  |                       |  |                    |  |

**INSTRUCTIONS: FOR OUT OF STATE TRAVEL, ATTACH AN APPROVED REQUEST FOR OUT-OF-STATE TRAVEL AUTHORIZATION FORM.**

**\* MILEAGE - REFER TO DEPARTMENTAL GUIDELINES OR PROCEDURES IN THE USE OF STANDARD OR PREMIUM MILEAGE RATES.**

**\*\* LODGING - INCLUDE TRAVEL AGENT CONFIRMATION NUMBER. SEE TRAVEL AGENT CONFIRMATION NUMBER FIELD AT BOTTOM OF PAGE.**

COMMENTS:

| 27.<br>DAY<br>OF<br>MONTH | 28.<br>TRAVEL DESCRIPTION-POINT TO POINT<br>(Include State Pool Vehicle #) | HOUR OF (AM/PM) |               | * MILEAGE             |                     |                      | 34.<br>**LODGING<br>ROOM<br>CHARGES | MEAL AMOUNTS     |                        | 37.<br>OTHER<br>EXPENSE<br>AMOUNT | 38.<br>DAILY TOTAL |
|---------------------------|----------------------------------------------------------------------------|-----------------|---------------|-----------------------|---------------------|----------------------|-------------------------------------|------------------|------------------------|-----------------------------------|--------------------|
|                           |                                                                            | 29.<br>DEPART   | 30.<br>RETURN | 31.<br>PERS.<br>MILES | 32.<br>STD.<br>AMT. | 33.<br>PREM.<br>AMT. |                                     | 35.<br>OVERNIGHT | 36.<br>NO<br>OVERNIGHT |                                   |                    |
| 12                        | Lansing to Detroit                                                         | 8 AM            |               | 85                    | 27.88               |                      | 55.00                               | 23.75            |                        |                                   | 106.63             |
| 13                        | Detroit Vicinity                                                           |                 |               | 12                    | 3.93                |                      | 55.00                               | 31.00            |                        |                                   | 89.93              |
| 14                        | Detroit to Lansing                                                         |                 | 5 PM          | 85                    | 27.88               |                      |                                     | 14.50            |                        |                                   | 42.38              |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
| 21                        | Lansing to Detroit                                                         | 8 AM            |               | 170                   | 55.76               |                      |                                     |                  | 7.25                   |                                   | 63.01              |
|                           | and Return                                                                 |                 | 5 PM          |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
| 23                        | Mason to Dearborn                                                          | 7:45 AM         |               | 168                   | 55.10               |                      |                                     |                  | 7.25                   |                                   | 62.35              |
|                           | and Return                                                                 |                 | 5:15 PM       |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
| 27                        | Mason to National City                                                     | 7:30 AM         |               | 280.8                 | 92.10               |                      |                                     |                  | 7.25                   |                                   | 99.35              |
|                           | and Return                                                                 |                 | 5 PM          |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           | Note: Hotel charge includes \$5 for                                        |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           | Room Tax per Night.                                                        |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
|                           |                                                                            |                 |               |                       |                     |                      |                                     |                  |                        |                                   |                    |
| 39. SUMMARY TOTALS        |                                                                            |                 |               |                       | 262.65              |                      | 110.00                              | 69.25            | 21.75                  |                                   | \$463.65           |

**Number of Input Characters are in Parentheses**

| 40.<br>INDEX<br>(5) | 41.<br>PCA<br>(5) | 42.<br>AOBJ<br>(4) | 43.<br>GRANT OR PROJECT<br>(6) | 44.<br>PH<br>(2) | 45.<br>AG1<br>(4) | 46.<br>AG2<br>(4) | 47.<br>AG3<br>(6) | 48.<br>AGENCY USE | 49.<br>AMOUNT<br>(\$ or %) |
|---------------------|-------------------|--------------------|--------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|
| 10000               |                   | 4920               |                                |                  |                   |                   |                   |                   | 262.65                     |
| 10000               |                   | 4940               |                                |                  |                   |                   |                   |                   | 110.00                     |
| 10000               |                   | 4935               |                                |                  |                   |                   |                   |                   | 91.00                      |
|                     |                   |                    |                                |                  |                   |                   |                   |                   |                            |

50. TOTAL  
(% Must = 100) → 463.65

**I certify all the above items of expense were incurred in the discharge of authorized official business and represent proper charges.**

|                                                |  |      |                          |  |               |
|------------------------------------------------|--|------|--------------------------|--|---------------|
| 51. EMPLOYEE SIGNATURE                         |  | DATE | 52. SUPERVISOR SIGNATURE |  | APPROVAL DATE |
| (LODGING) TRAVEL AGENT CONFIRMATION NUMBER(S): |  |      |                          |  |               |

Previous Edition Obsolete  
DMB-23 OFM (Rev. 9-98)

**MAKE PHOTOCOPIES FOR:**  
-DEPARTMENT OR INSTITUTION  
-EMPLOYEE



# MAIN FACS

## SELF-STUDY

### Training Material

- Press <**F10-SAVE**> to save
- When all required data has been entered, and the header information is saved, the system transfers to the 1910 Travel Voucher Detail Entry screen

**Note:** Many fields, such as Eff Date defaults. Information may be entered or overtyped, if required.

|                                                       |                               |                                   |                                   |
|-------------------------------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| PCHL1910 V4.1                                         | ADVANCED PURCHASING/INVENTORY | MM/DD/YYYY                        | 12:15 PM                          |
| LINK TO:                                              | TRAVEL VOUCHER DETAIL ENTRY   |                                   |                                   |
| TRVL VCH ID : 003TY000287                             |                               | LINE NO : 001                     |                                   |
| FROM : LAN LANSING, MI                                | TO : DET DETROIT, MI          | MILES :                           | 85.00                             |
| RATE CODE : SMIS STANDARD MILEAGE IN STATE            |                               | RATE AMT :                        | .3280                             |
| COBJ : 4920                                           | FED TAX CATEGORY : 1          | AUDIT FLAG : N                    | DATE : MM/DD/YYYY                 |
| NO OF DAYS : 1                                        | DEPARTURE TIME : 08 : 00 AM   | RETURN TIME : 11 : 59 PM          |                                   |
| TRAVEL DESC : MILEAGE                                 |                               | PCT/AMT : A                       |                                   |
| PURPOSE CODE: VTS005 AUDITS                           |                               | TOT AMT :                         | 27.88                             |
| SX AGY AY INDEX PCA AOBJ GRANT PH PROJ PH AG1 AG2 AG3 |                               | AMOUNT/PCT                        |                                   |
| 01 003 YY 10000 4920                                  |                               |                                   | 27.88                             |
|                                                       |                               |                                   |                                   |
| MORE ACCOUNTING: N                                    |                               | CURRENT DETAIL ACCOUNTING AMOUNT: | 27.88                             |
| F1-HELP                                               | F2-SELECT                     | F3-DELETE                         | F4-ACCTG                          |
|                                                       | F8-COPY                       | F9-LINK                           | F10-SAVE                          |
| G014 - RECORD FOUND                                   |                               |                                   | F5-NEXT F6-TRVL DETLS F11-VW ACCT |

### Detail Data Entry – Chronological Example

**Note:** The screen print above shows the completed detail entry for Line No 001.

#### Line No 001 Data Entry (To Mileage):

- From **LAN** or use <F2> to select Lansing (must be departing location for all expenses except vicinity, summary and return mileage) see box 28
- To **DET** or use <F2> to select Detroit (must be destination location for all expenses except vicinity, summary and return mileage) see box 28
- Rate Code **SMIS** or <F2> to select Standard Mileage In-State (see box 32)
- Date **MM/DD/YY** (see box 27)
- No of Days **1**
- Departure Time **08:00 AM** (see box 29)
- Return Time **11:59 PM** (overnight trip – see box 30)

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

---

- Travel Desc      **Mileage** (or other description of expense)
- Pct/Amt          **A** (see box 49)
- Purpose Code    **VT005** or use <F2> to select Audits (see box 25)
- AGY              **003** (see box 8)
- AY                YY (see box 26)
- INDEX           **10000** (see box 40)
- AOBJ             **4920** (see box 42)
- Amount/Pct      **27.88** (see box 32)
- Press <**F10-SAVE**> to save the line item
- The system clears the screen and generates a new line in preparation for the next entry

On the Travel Expense Voucher form the first coding block is used for mileage, the second coding block is used for lodging, and the third coding block is used for meals.

**Note:** A screen print will not be shown for the remaining expenses. Remember the data for each line can be entered on a blank screen, or one line can be copied to create a new line. When a line is copied, overwrite the data that is different.

**Line No 002 Data Entry (Depart Day Lunch):** (could copy Line No 001 and modify, most fields will default)

- From              **LAN** (see box 28)
- To                **DET** (see box 28)
- Rate Code        **LOIS** or <F2> to select Lunch In-State Overnight
- Date              MM/DD/YY
- No of Days       **1**
- Departure Time   **08:00 AM** (see box 29)
- Return Time      **11:59 PM** (see box 30)
- Travel Desc      **Depart day lunch** (or other appropriate description)
- Pct/Amt          **A** (see box 49)
- Purpose Code    **VT005** (see box 25)
- AGY              **003** (see box 8)
- AY                YY
- INDEX           **10000** (see box 40)
- AOBJ             **4935** (see box 42)
- Amount/Pct      **7.25** (see box 35 – lunch portion only)
- Press <**F10-SAVE**> to save

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

---

**Line No 003 Data Entry (Depart Day Dinner):** (could copy Line 002 and modify)

- From **LAN**
- To **DET**
- Rate Code **DOIS** or <F2> to select Dinner In-State Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **08:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Depart day dinner** (appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VTs005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **16.50** (box 35 – dinner portion only)
- Press <F10-SAVE> to save

**Line No 004 Data Entry (Lodging 1st Night):** (could copy Line No 001 and modify)

- From **LAN**
- To **DET**
- Rate Code **LGIS** or <F2> to select Lodging In-State
- Rate Amount **55.00** (from receipt and box 34)
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **08:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Detroit Days Inn** (from receipt)
- Pct/Amt **A**
- Purpose Code **VTs005**
- AGY **003**
- AY **YY**
- INDEX **10000** (box 40)
- AOBJ **4940** (box 42)
- Amount/Pct **55.00** (from receipt and box 34)
- Press <F10-SAVE> to save

# **MAIN FACS**

## ***SELF-STUDY***

### ***Training Material***

---

**Line No 005 Data Entry (Vicinity Mileage):** (could copy Line 001 and modify)

**Note:** When the Vicinity Mileage From and To locations are entered, the user must enter the mileage. It will not default based on the location codes entered.

- From **VIN** or use <F2> to select Vicinity – In-State (box 28)
- To **VIN** or use <F2> to select Vicinity – In-State (box 28)
- Miles **12** (box 31)
- Rate Code **SMIS**
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **12:00 AM** (overnight trip – box 29)
- Return Time **11:59 PM** (overnight trip – box 30)
- Travel Desc **Detroit Vicinity Mileage** (appropriate description)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920** (box 42)
- Amount/Pct **3.93** (box 32)
- Press <F10-SAVE> to save

**Line No 006 Data Entry (Breakfast):** (could copy Line No 002 and modify)

- From **LAN**
- To **DET**
- Rate Code **BOIS** or <F2> to select Breakfast In-State Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **12:00 AM** (box 29)
- Return Time **11:59 PM** (box 30)
- Travel Desc **Breakfast** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **7.25** (box 35 – breakfast portion only)
- Press <F10-SAVE> to save

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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**Line No 007 Data Entry (Lunch):** (could copy Line 006 and modify)

- From **LAN**
- To **DET**
- Rate Code **LOIS** or <F2> to select Lunch In-State Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Lunch** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **7.25** (box 35 – lunch portion only)
- Press <**F10-SAVE**> to save

**Line No 008 Data Entry (Dinner):** (could copy Line 003 and modify)

- From **LAN**
- To **DET**
- Rate Code **DOIS** or <F2> to select Dinner In-State Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Dinner** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **16.50** (box 35 – dinner portion only)
- Press <**F10-SAVE**> to save

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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**Line No 009 Data Entry (Lodging 2nd Day):** (could copy Line No 004 and modify)

- From **LAN**
- To **DET**
- Rate Code **LGIS**
- Rate Amount **55.00** (box 34)
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Detroit Days Inn**
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4940** (box 42)
- Amount/Pct **55.00** (box 34)
- Press **<F10-SAVE>** to save

**Line No 010 Data Entry (Return Day Breakfast):** (could copy Line No 007 and modify)

- From **LAN**
- To **DET**
- Rate Code **BOIS**
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **05:00 PM** (return time – box 30)
- Travel Desc **Return day breakfast** (appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **7.25** (box 35)
- Press **<F10-SAVE>** to save

# **MAIN FACS**

## ***SELF-STUDY***

### ***Training Material***

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**Line No 011 Data Entry (Return Day Lunch):** (could copy Line No 010 and modify)

- From **LAN**
- To **DET**
- Rate Code **LOIS**
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **05:00 PM**
- Travel Desc **Return day lunch** (or other appropriate description)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935**
- Amount/Pct **7.25**
- Press **<F10-SAVE>** to save

**Line No 012 Data Entry (Return Mileage):** (could copy Line 001 and modify)

- From **DET** or use **<F2>** to select Detroit (box 28)
- To **LAN** or use **<F2>** to select Lansing (box 28)
- Rate Code **SMIS**
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **12:00 AM** (overnight trip – box 29)
- Return Time **05:00 PM** (box 30)
- Travel Desc **Return Mileage** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920** (box 42)
- Amount/Pct **27.88** (box 32)
- Press **<F10-SAVE>** to save

# MAIN FACS

## *SELF-STUDY*

### *Training Material*

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**Line No 013 Data Entry (2nd Trip To Mileage):** (could copy Line and modify)

- From **LAN**
- To **DET**
- Rate Code **SMIS**
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **08:00 AM** (box 29)
- Return Time **05:00 PM** (box 30)
- Travel Desc **Lan/Det Mileage** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920** (box 42)
- Amount/Pct **27.88** (box 32 to destination mileage only)
- Press **<F10-SAVE>** to save

**Line No 014 Data Entry (2nd Trip Lunch):** (could copy Line and modify)

**Note:** Meals without an overnight stay are fully taxable. Federal Income, Social Security, and Medicare taxes will be withheld from the net amount of the travel voucher for all taxable expenses.

- From **LAN**
- To **DET**
- Rate Code **LWIS** or **<F2>** select Lunch In-State No Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **08:00 AM**
- Return Time **05:00 PM**
- Travel Desc **Lunch in Detroit** (or other appropriate description)
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935**
- Amount/Pct **7.25** (box 36)
- Press **<F10-SAVE>** to save



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**Line No 015 Data Entry (2nd Trip Return Mileage):** (could copy Line and modify)

- From **DET** or use <F2> to select Detroit (box 28)
- To **LAN** or use <F2> to select Lansing (box 28)
- Rate Code **SMIS**
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **08:00 AM**
- Return Time **05:00 PM**
- Travel Desc **Return Mileage** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920**
- Amount/Pct **27.88**
- Press <F10-SAVE> to save

**Line No 016 Data Entry (3rd Trip To Mileage):** (could copy Line and modify)

**Note:** When the From and To locations exist in the Location Table, but are not established in the Point to Point Mileage Table, the user must enter the mileage.

- From **MAS** or use <F2> to select Mason (box 28)
- To **DEA** or use <F2> to select Dearborn (box 28)
- Miles **84** (box 31 – to destination portion only)
- Rate Code **SMIS**
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **07:45 AM** (box 29)
- Return Time **05:15 PM** (box 30)
- Travel Desc **Mas/Dea mileage** (or other appropriate description)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920**
- Amount/Pct **27.55** (box 32 to destination mileage only)
- Press <F10-SAVE> to save

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**Line No 017 Data Entry (3rd Trip Lunch):** (could copy Line and modify)

- From **MAS**
- To **DEA**
- Rate Code **LWIS** or <F2> to select Lunch In-State No Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **07:45 AM**
- Return Time **05:15 PM**
- Travel Desc **Lunch in Dearborn** (appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935**
- Amount/Pct **7.25** (box 36)
- Press <**F10-SAVE**> to save

**Line No 018 Data Entry (3rd Trip Return Mileage):** (could copy Line and modify)

- From **DEA** or use <F2> to select Dearborn (box 28)
- To **MAS** or use <F2> to select Mason (box 28)
- Miles **84**
- Rate Code **SMIS**
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **07:45 AM**
- Return Time **05:15 PM**
- Travel Desc **Return Mileage** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920**
- Amount/Pct **27.55**
- Press <**F10-SAVE**> to save

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**Line No 019 Data Entry (4th Trip To Mileage):** (could copy Line and modify)

**Note:** When a From and/or To location does not exist in the Location Table, the user must enter the appropriate Generic location code. When a Generic location code is used, the user must enter the mileage. Generic location codes include the various MIE amounts. The appropriate code must be used for the expense entered. The actual location should be entered in the travel description field.

- From **MAS**
- To **ZZ2** or use <F2> to select Gen (MIE 30), MI
- Miles **140.4** (box 31 – to destination portion only)
- Rate Code **SMIS**
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **07:30 AM** (box 29)
- Return Time **05:00 PM** (box 30)
- Travel Desc **Mileage to National City** (appropriate description)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4920**
- Amount/Pct **46.05** (box 32 to destination mileage only)
- Press <F10-SAVE> to save

**Line No 020 Data Entry (4th Trip Lunch):** (could copy Line and modify)

- From **MAS**
- To **ZZ2**
- Rate Code **LWIS**
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **07:30 AM**
- Return Time **05:00 PM**
- Travel Desc **Lunch in National City** (appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)

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- Amount/Pct       **7.25** (box 36)
- Press <**F10-SAVE**> to save

**Line No 021 Data Entry (4th Trip Return Mileage):** (could copy Line and modify)

- From               **ZZ0** or use <F2> to select Gen From MI
- To                 **MAS** or use <F2> to select Mason (box 28)
- Miles              **140.4**
- Rate Code         **SMIS**
- Date               MM/DD/YY
- No of Days        **1**
- Departure Time   **07:30 AM**
- Return Time       **05:00 PM**
- Travel Desc       **Mileage from National City**
- Pct/Amt           **A**
- Purpose Code     **VTS005**
- AGY               **003**
- AY                 YY
- INDEX             **10000**
- AOBJ              **4920**
- Amount/Pct       **46.05**
- Press <**F10-SAVE**> to save

#### **Completion of the travel voucher**

- There are no more expenses for this Travel Voucher, so press <CLEAR> to return to the 1900 Travel Voucher Header Entry screen
- You should verify your data entry by accessing the Travel Detail Inquiry and Travel Voucher Accounting Information Summary screens, using the <F6-TRVL DETLS> and <F11-VW ACCT> function keys, respectively
- Post the travel voucher

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#### Summary Data Entry – Grouped by Item Example

Travel Voucher Header Entry data entry remains the same regardless of the method used for detail data entry. See previous section for header entry instructions.

```
PCHL1910 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 12:15 PM
LINK TO: TRAVEL VOUCHER DETAIL ENTRY

TRVL VCH ID : 003TY000292 LINE NO : 001
FROM : SM1 SUMMARY - IN ST TO : SM1 SUMMARY - IN ST MILES : 800.80
RATE CODE : SMIS STANDARD MILEAGE IN STATE RATE AMT : .3280
COBJ : 4920 FED TAX CATEGORY : 1 AUDIT FLAG : N DATE : MM/DD/YYYY
NO OF DAYS : 1 DEPARTURE TIME : 08 : 00 AM RETURN TIME : 05: 00 PM
TRAVEL DESC : SUMMARY MILEAGE FOR MONTH PCT/AMT : A
PURPOSE CODE : VTS005 AUDITS TOT AMT : 262.66
SX AGY AY INDEX PCA AOBJ GRANT PH PROJ PH AG1 AG2 AG3 AMOUNT/PCT
01 003 YY 10000 4920 262.66

MORE ACCOUNTING: N CURRENT DETAIL ACCOUNTING AMOUNT: 262.66
F1-HELP F2-SELECT F3-DEL ACTG F4-ACCTG F5-NEXT F6-TRVL DETLS
 F8-COPY F9-LINK F10-SAVE F11-VW ACCT
G014 - RECORD FOUND
```

**Note:** The screen print above shows the completed detail entry for Line No 001.

#### Line No 001 Data Entry (All Mileage for the Month):

- From **SM1** or use <F2> to select Summary In State (box 28)
- To **SM1** or use <F2> to select Summary In State (box 28)
- Miles **800.8** (total of box 31 - standard rate miles only)
- Rate Code **SMIS** or <F2> to select Standard Mileage In-State
- Date **MM/DD/YY** (box 27)
- No of Days **1**
- Departure Time **08:00 AM**
- Return Time **05:00 PM**
- Travel Desc **Summary Mileage for Month** (or other description)
- Pct/Amt **A** (box 44)
- Purpose Code **VTS005** or use <F2> to select Audits (box 25)
- AGY **003**
- AY **YY**
- INDEX **10000** (box 40)
- AOBJ **4920** (box 42)
- Amount/Pct **262.65** (box 39)

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- Press <**F10-SAVE**> to save

On the Travel Expense Voucher form the first coding block is used for mileage, the second coding block is used for lodging, and the third coding block is used for meals.

**Note:** A screen print will not be shown for the remaining expenses. Remember that data for each line can be entered on a blank screen, or one line can be copied to create another line. When a line is copied, overwrite only the data that needs to be changed.

**Line No 002 Data Entry (Depart Day Lunch and Dinner):** (could copy Line No 001 and modify)

- From **LAN** (must be departing location for all expenses except vicinity or summary mileage)
- To **DET** (must be destination location for all expenses except vicinity or summary mileage)
- Rate Code **OLDI** or <**F2**> select Lunch/Dinner In-State Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **08:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Depart day lunch and dinner** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VTS005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **23.75** (box 35)
- Press <**F10-SAVE**> to save

**Line No 003 Data Entry (Lodging 1st Night):** (could copy Line and modify)

- From **LAN**
- To **DET**
- Rate Code **LGIS** or <**F2**> to select Lodging In-State
- Rate Amount **55.00** (from receipt)
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **08:00 AM**

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- Return Time **11:59 PM**
- Travel Desc **Detroit Days Inn** (from receipt)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4940** (box 42)
- Amount/Pct **55.00** (from receipt and box 34)
- Press <**F10-SAVE**> to save

#### **Line No 004 Data Entry (Full Day Meals):** (could copy Line and modify)

- From **LAN**
- To **DET**
- Rate Code **OFDI** or <F2> select Full Day Meals In-State Overnight
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Meals in Detroit** (or other appropriate description of expense)
- Pct/Amt **A**
- Purpose Code **VT005**
- AGY **003**
- AY **YY**
- INDEX **10000**
- AOBJ **4935** (box 42)
- Amount/Pct **31.00** (box 35)
- Press <**F10-SAVE**> to save

#### **Line No 005 Data Entry (Lodging 2nd Night):** (could copy Line and modify)

- From **LAN**
- To **DET**
- Rate Code **LGIS**
- Rate Amount **55.00**
- Date **MM/DD/YY**
- No of Days **1**
- Departure Time **12:00 AM**
- Return Time **11:59 PM**
- Travel Desc **Detroit Days Inn**
- Pct/Amt **A**
- Purpose Code **VT005**

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- AGY                    **003**
- AY                    YY
- INDEX                **10000**
- AOBJ                **4940** (box 42)
- Amount/Pct        **55.00** (box 34)
- Press <**F10-SAVE**> to save

**Line No 006 Data Entry (Return Day Breakfast and Lunch):** (could copy Line and modify)

- From                **DET** (return day, return home)
- To                    **LAN**
- Rate Code          **OBLI** or <F2> select Breakfast and Lunch In-State Overnight
- Date                MM/DD/YY
- No of Days        **1**
- Departure Time    **12:00 AM**
- Return Time        **05:00 PM** (return time – box 30)
- Travel Desc        **Return day breakfast and lunch**
- Pct/Amt            **A**
- Purpose Code      **VTS005**
- AGY                **003**
- AY                   YY
- INDEX               **10000**
- AOBJ                **4935** (box 42)
- Amount/Pct        **14.50** (box 35)
- Press <**F10-SAVE**> to save

**Line No 007 Data Entry (2nd, 3rd, 4th Trip Lunch):** (could copy Line and modify)

**Note:** Meals without an overnight stay are fully taxable. Federal Income, Social Security, and Medicare taxes will be withheld from the net amount of the travel voucher for all taxable expenses.

- From                **SM1**
- To                    **SM1**
- Rate Code          **LWIS** or <F2> to select Lunch In-State No Overnight
- Date                MM/DD/YY
- No of Days        **3**
- Departure Time    **12:00 AM** (when No of Days > 1)
- Return Time        **11:59 PM** (when No of Days > 1)
- Travel Desc        Actual dates of meals (or other appropriate description)



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- Pct/Amt                **A**
- Purpose Code        **VT005**
- AGY                   **003**
- AY                    YY
- INDEX                **10000**
- AOBJ                 **4935** (box 42)
- Amount/Pct         **21.75** (box 39)
- Press <**F10-SAVE**> to save

#### **Completion of the travel voucher**

- There are no more expenses for this Travel Voucher, so press <CLEAR> to return to the 1900 Travel Voucher Header Entry screen
- You should verify your data entry by viewing the Travel Detail Inquiry and Travel Voucher Accounting Information Summary screens, using the <F6-TRVL DTLS> and <F11-VW ACCT> keys, respectively
- Post the travel voucher

#### **ADDITIONAL TRAVEL FUNCTIONS**

##### **Deleting Unposted Travel Documents**

- To delete an unposted travel authorization or travel voucher, access the appropriate header entry screen. Enter the Travel AUTH/ADV ID or Travel Voucher ID. Press <ENTER> to retrieve the travel authorization or travel voucher to be deleted.
- Press <F3-DELETE> to delete the document. Press <F3-DELETE> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

**Note:** Posted travel documents cannot be deleted.

##### **Changing or Canceling Posted Travel Documents**

- Posted travel documents cannot be changed or canceled in ADPICS. If a monetary travel authorization, or a travel voucher, must be changed or canceled, payment must be canceled in R\*STARS. To request the cancellation of a

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payment in R\*STARS, you must have appropriate User Security.

- For complete instructions for accessing R\*STARS, where to inquire to locate the payment number, as well as how to request the cancellation of a payment, see Chapter 12 Interface to R\*STARS in the ADPICS Data Entry Guide
- Once the payment is canceled, a new travel document must be created and posted

## TRAVEL INQUIRIES

Travel functionality includes two summary screens that are useful in performing travel inquiries. Both of these screens can be accessed from the 1601 Travel Menu. The Travel Menu is accessed from the Main Menu by selecting <F1> Accounts Payable Menu, then selecting <F10> Travel Menu.

```
PCHL1601 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 1:14 PM
LINK TO: TRAVEL MENU
```

```
COPYRIGHT 1993 KPMG PEAT MARWICK
```

```
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:
```

- (1) - TRAVELER MASTER TABLE
- (2) - TRAVEL RATE TABLE
- (3) - TRAVEL LOCATION TABLE
- (4) - TRAVEL POINT TO POINT MILEAGE TABLE
- (5) - TRAVEL PURPOSE TABLE
- (6) - TRAVEL AUTH/ADV HEADER ENTRY
- (7) - TRAVEL VOUCHER HEADER ENTRY
- (8) - TRAVELER TRAVEL AUTH/ADV SUMMARY**
- (10) - TRAVELER TRAVEL VOUCHER SUMMARY
- (CL) - EXIT

- To view a summary of all travel authorizations and advances for a specific vendor, press <F8>

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#### 1660 Traveler Travel AUTH/ADV Summary

PCHL1660 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 1:56 PM  
LINK TO: TRAVELER TRAVEL AUTH/ADV SUMMARY

VENDOR ID :  
FROM DATE : MM/DD/YYYY TO DATE : MM/DD/YYYY

| S | AUTH/ADV ID | ADV TYPE | STAT | CREATE | ORIGINAL AMOUNT | REMAINING AMOUNT |
|---|-------------|----------|------|--------|-----------------|------------------|
|---|-------------|----------|------|--------|-----------------|------------------|

F1-HELP F2-SELECT  
F7-PRIOR PG F8-NEXT PG F9-LINK  
G112 - INQUIRY SUCCESSFUL

- The From Date defaults to 30 days prior to the current date, and the To Date defaults to the current date
- To inquire by the system generated date, enter the Vendor ID and press <ENTER>

PCHL1660 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 2:24 PM  
LINK TO: TRAVELER TRAVEL AUTH/ADV SUMMARY

VENDOR ID : **3700441103 WORKER, JANE, S**  
FROM DATE : MM/DD/YYYY TO DATE : MM/DD/YYYY

| S | AUTH/ADV ID | ADV TYPE | STAT | CREATE | ORIGINAL AMOUNT | REMAINING AMOUNT |
|---|-------------|----------|------|--------|-----------------|------------------|
|---|-------------|----------|------|--------|-----------------|------------------|

|             |   |      |            |        |  |  |
|-------------|---|------|------------|--------|--|--|
| 003AY000002 | N | POST | MM/DD/YYYY | 100.00 |  |  |
|-------------|---|------|------------|--------|--|--|

F1-HELP F2-SELECT  
F7-PRIOR PG F8-NEXT PG F9-LINK  
G112 - INQUIRY SUCCESSFUL

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- The system retrieves all travel authorization and advance documents for the entered vendor, created within the date range displayed
- For each travel authorization or advance listed, the system displays the Advance Type (N, T, or P), Status, Create date, Original Amount (dollar amount of advance), and Remaining Amount (dollar amount not yet vouchered)
- Additional inquiry can be made by selecting a document and pressing <F2–SELECT> to transfer to the document header

|                                                                     |                               |                       |             |
|---------------------------------------------------------------------|-------------------------------|-----------------------|-------------|
| PCHL1605 V4.1                                                       | ADVANCED PURCHASING/INVENTORY | MM/DD/YYYY            | 2:26 PM     |
| LINK TO:                                                            | TRAVEL AUTH/ADV HEADER ENTRY  |                       |             |
| TRAVEL AUTH/ADV ID: 003AY000002 DOC TYPE : TA EFF DATE : MM/DD/YYYY |                               |                       |             |
| ACTION IND : P                                                      | INTF TYPE : TA                | DUE DATE : MM/DD/YYYY |             |
| PDT : MA DMI : R                                                    | BANK ID : 000                 | PYMNT NO :            |             |
| DEPARTMENT : 003                                                    | TRAINING DEPARTMENT 003       | NOTE : N              |             |
| CONTACT : TRAINER                                                   |                               | STATUS : POST         |             |
| TELEPHONE : 517 335-1515                                            | EXT :                         | CREATE : MM/DD/YY     |             |
| AMOUNT : 100.00                                                     | REMAINING: 0.00               | UPDATE : MM/DD/YY     |             |
| VENDOR ID : 3700441103                                              | WORKER, JANE, S               | POST : MM/DD/YY       |             |
| ADDRESS 000 :                                                       | SERVICE DATE : MM/DD/YYYY     |                       |             |
| 441 CAPITOL CT                                                      | OPEN ADV IND :                |                       |             |
| CITY : MASON                                                        | ST : MI ZIP: 48854            | CTRY: USA             |             |
| DESCRIPTION : EXPENSES FOR CONFERENCE                               | ADVANCE TYPE : N              |                       |             |
| PURPOSE CODE : VTS001                                               | TRAINING/CONFERENCES/SEMINARS |                       |             |
| DEPART DATE : MM/DD/YYYY                                            | DEPART TIME : 08 : 00 AM      |                       |             |
| RETURN DATE : MM/DD/YYYY                                            | RETURN TIME : 06 : 00 PM      |                       |             |
| FCO :                                                               | 1099 :                        |                       |             |
| EXPEDITE PROC REQ : N                                               | EXPEDITE REASON CODE :        |                       |             |
| F1-HELP                                                             | F2-SELECT                     | F3-DELETE             | F5-NEXT     |
| F7-EMPL SUMM                                                        | F9-LINK                       | F10-SAVE              | F11-VW ACCT |
| G112 - INQUIRY SUCCESSFUL                                           |                               |                       |             |

- The 1660 Traveler Travel AUTH/ADV Summary screen can also be accessed by pressing <F7–EMPL SUMM> while viewing the 1605 Travel AUTH/ADV Header Entry screen
- After viewing, press <CLEAR> to return to the 1660 Traveler Travel AUTH/ADV Summary screen
- To narrow/extend/change the date range, enter the Vendor ID, the From Date, and/or the To Date
- Press <ENTER> to inquire
- The system retrieves all travel authorization/advance documents matching the vendor and date range entered
- As with the previous inquiry, additional inquiry can be made by selecting a document and pressing <F2–SELECT> to transfer to the document header

**Note:** When both dates are the same, the system will generate a list of documents created on that date only. This is the most efficient date range inquiry. However, this may not be the most helpful for your inquiry. Therefore, use the narrowest date range possible for the inquiry being performed. If the document you are looking for is not listed, extend your date range.

- ## 1661 Traveler Travel Voucher Summary

```

PCHL1661 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 2:29 PM
LINK TO: TRAVELER TRAVEL VOUCHER SUMMARY

VENDOR ID :
FROM DATE : MM/DD/YYYY TO DATE : MM/DD/YYYY

S VOUCHER ID STAT AUTH/ADV ID CREATE DEPART RETURN AMOUNT

```

- The From Date defaults to one month prior to the current date, and the To Date defaults to the current date
- To inquire by the system generated date, enter the Vendor ID and press <ENTER>
- The system retrieves all travel voucher documents for the entered vendor, created within the date range displayed

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```

PCHL1661 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 2:30 PM
LINK TO: TRAVELER TRAVEL VOUCHER SUMMARY

VENDOR ID : 3700441103 WORKER, JANE, S
FROM DATE : MM/DD/YYYY TO DATE : MM/DD/YYYY

S VOUCHER ID STAT AUTH/ADV ID CREATE DEPART RETURN AMOUNT

003TY000243 POST MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY 167.93
003TY000287 POST MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY 463.65

F1-HELP F2-SELECT
F7-PRIOR PG F8-NEXT PG F9-LINK
G112 - INQUIRY SUCCESSFUL

```

- For each Travel Voucher ID listed, the system displays the Status, associated Travel AUTH/ADV ID (if there is one), Create date, Depart date, Return date, and total dollar Amount
- Additional inquiry can be made by selecting a document and pressing <F2-SELECT> to transfer to the document header

```

PCHL1900 V4.1 ADVANCED PURCHASING/INVENTORY MM/DD/YYYY 2:32 PM
LINK TO: TRAVEL VOUCHER HEADER ENTRY

TRAVEL VOUCHER ID : 003TY000243 DOC TYPE : TV EFF DATE : MM/DD/YYYY
ACTION IND : P INTF TYPE : XX DUE DATE : MM/DD/YYYY
PDT : MA DMI : R BANK ID : 000 PYMNT NO :
TRAVEL AUTH/ADV ID: OPEN ADVANCE IND : Y
DEPARTMENT : 003 TRAINING DEPARTMENT 003 NOTE : N
CONTACT : TRAINER STATUS : POST
TELEPHONE : 517 335-1515 EXT : CREATE : MM/DD/YY
VOUCHER AMOUNT : 167.93 UPDATE : MM/DD/YY
VENDOR ID : 3700441103 WORKER, JANE, S POST : MM/DD/YY
ADDRESS 000 : SERVICE DATE: MM/DD/YYYY
 441 CAPITOL CT
CITY : MASON ST : MI ZIP: 48854 CTRY: USA
DESCRIPTION : EXPENSES FOR CONFERENCE
DEPART DATE : MM/DD/YYYY
RETURN DATE : MM/DD/YYYY
DUPLICATE EDIT IND: Y
FCO : 1099 :

F1-HELP F2-SELECT F3-DELETE F5-NEXT F6-TRVL DTLS
F7-EMPL SUMM F9-LINK F10-SAVE F11-VW ACCT
G112 - INQUIRY SUCCESSFUL

```

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- The 1661 Traveler Travel Voucher Summary screen can also be accessed by pressing <F7–EMPL SUMM> while viewing the 1900 Travel Voucher Header Entry screen
- After viewing, press <CLEAR> to return to the 1661 Traveler Travel Voucher Summary screen
- To narrow/extend/change the date range, enter the Vendor ID, the From Date, and/or the To Date
- Press <ENTER> to inquire
- The system retrieves all travel voucher documents matching the vendor and date range entered
- As with the previous inquiry, additional inquiry can be made by selecting a document and pressing <F2–SELECT> to transfer to the document header

**Note:** When both dates are the same, the system will generate a list of documents created on that date only. This is the most efficient date range inquiry. However, this may not be the most helpful for your inquiry. Therefore, use the narrowest date range possible for the inquiry being performed. If the document you are looking for is not listed, extend your date range.

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#### APPENDIX A: EXAMPLES OF TAX CALCULATIONS

##### **Circumstance 1 - Taxable Travel Expenses with No Monetary Travel Advance**

If an employee incurs reimbursable taxable travel expenses, and the employee did not receive a monetary travel advance: The calculated withholding taxes are deducted from the gross amount of the travel voucher. The employee will receive a travel reimbursement warrant for the difference. See numeric example below.

|                         |                                              |
|-------------------------|----------------------------------------------|
| Travel Expense Voucher: | \$150.00 (all taxable)                       |
| Travel Advance          | \$ 0.00 (no advance received)                |
| Taxes Due:              |                                              |
| Federal Income          | \$ 40.50 (\$150 x 27%)                       |
| Social Security         | \$ 9.30 (\$150 x 6.2%)                       |
| Medicare                | <u>\$ 2.18</u> (\$150 x 1.45%)               |
| Total Taxes             | \$ 51.98                                     |
| Travel Warrant Amount   | \$ 98.02 - the employee receives this amount |

##### **Circumstance 2 - Taxable Travel Expenses with Monetary Travel Advance and Expenses Exceed Advance Plus Withholding**

If an employee incurs reimbursable taxable travel expenses, and the employee did receive a monetary travel advance, but the advance amount and the calculated withholding taxes are less than the reimbursable travel expenses: The withholding taxes and travel advance will be deducted from the gross amount of the travel voucher, and the employee will receive a travel reimbursement warrant for the difference. See numeric example below.

|                         |                                              |
|-------------------------|----------------------------------------------|
| Travel Expense Voucher: | \$150.00 (all taxable)                       |
| Travel Advance          | \$ 50.00 (monetary advance)                  |
| Taxes Due:              |                                              |
| Federal Income          | \$ 40.50 (\$150 x 27%)                       |
| Social Security         | \$ 9.30 (\$150 x 6.2%)                       |
| Medicare                | <u>\$ 2.18</u> (\$150 x 1.45%)               |
| Total Taxes             | \$ 51.98                                     |
| Travel Warrant Amount   | \$ 48.02 - the employee receives this amount |



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#### **Circumstance 3 - Taxable Travel Expenses with Monetary Travel Advance and Expenses Are Less Than the Advance Plus Withholding**

If an employee incurs reimbursable taxable travel expenses, and the employee did receive a monetary travel advance, but the advance or the advance and the calculated withholding taxes are greater than the reimbursable travel expenses (in other words, the employee ends up with a *negative travel voucher amount*): See below for some of the possible scenarios.

|                         |                                           |
|-------------------------|-------------------------------------------|
| Travel Expense Voucher: | \$150.00 (all taxable)                    |
| Travel Advance          | \$100.00 (monetary advance)               |
| Taxes Due:              |                                           |
| Federal Income          | \$ 40.50 (\$150 x 27%)                    |
| Social Security         | \$ 9.30 (\$150 x 6.2%)                    |
| Medicare                | <u>\$ 2.18</u> (\$150 x 1.45%)            |
| Total Taxes             | \$ 51.98                                  |
| Shortage                | (\$ 1.98) - the employee owes this amount |

#### **Scenarios for Circumstance 3**

1. If the travel expenses are less than the travel advance, the employee will **not** receive a warrant, and the withholding taxes will **not** be withheld from MAIN. The social security and Medicare taxes, however, will be withheld from a subsequent warrant. See numeric example below.

|                         |                                          |
|-------------------------|------------------------------------------|
| Travel Expense Voucher: | \$150.00 (all taxable)                   |
| Travel Advance          | <u>\$200.00</u> (monetary advance)       |
| Excess Advance Amount   | \$ 50.00 - amount employee owes to state |

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Taxes Withheld from a Subsequent check: |                                |
| Social Security                         | \$ 9.30 (\$150 x 6.2%)         |
| Medicare                                | <u>\$ 2.18</u> (\$150 x 1.45%) |
| Total Taxes                             | \$ 11.48                       |

2. If the travel expenses are greater than the travel advance, but less than the travel advance and the withholding taxes, the employee would receive a warrant for the amount of travel expenses less the travel advance received; the withholding taxes will **not** be withheld from MAIN, but the social security and Medicare taxes will be withheld from a subsequent warrant. See numeric example below.

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|                         |                                     |
|-------------------------|-------------------------------------|
| Travel Expense Voucher: | \$150.00 (all taxable)              |
| Travel Advance          | <u>\$100.00</u> (monetary advance)  |
| Net Amount Due          | \$ 50.00 - amount employee receives |

Taxes Withheld from a Subsequent check:

|                 |                                |
|-----------------|--------------------------------|
| Social Security | \$ 9.30 (\$150 x 6.2%)         |
| Medicare        | <u>\$ 2.18</u> (\$150 x 1.45%) |
| Total Taxes     | \$ 11.48                       |

3. If the travel advance plus the withholding taxes are greater than the travel expenses, but the employee has another payment due from MAIN with a combining PDT in excess of the negative travel voucher amount. The payments will combine; the taxes will be deducted from the employee through MAIN, and the employee will receive a payment for the net amount of the combined payments. For example, if the employee also had another payment due from MAIN of \$40.00. See numeric example below.

|                            |                                      |
|----------------------------|--------------------------------------|
| Travel Expense Voucher:    | \$150.00 (all taxable)               |
| Travel Advance             | <u>\$100.00</u> (monetary advance)   |
| Net Amount Due from travel | \$ 50.00 - employee will not receive |

Taxes Due:

|                      |                                |
|----------------------|--------------------------------|
| Federal Income       | \$ 40.50 (\$150 x 27%)         |
| Social Security      | \$ 9.30 (\$150 x 6.2%)         |
| Medicare             | <u>\$ 2.18</u> (\$150 x 1.45%) |
| Total Taxes          | \$ 51.98                       |
| Amount employee owes | (\$ 1.98)                      |

|                          |                                        |
|--------------------------|----------------------------------------|
| Outstanding MAIN Payment | <u>\$ 40.00</u> (with combining PDT)   |
| Net Combined Payments    | \$ 38.02 - amount received by employee |